



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY ACQUISITION SUPPORT CENTER  
9900 BELVOIR ROAD, BUILDING 201, SUITE 101  
FORT BELVOIR, VIRGINIA 22060-5567

SFAE-CM

OCT 16 2008

**MEMORANDUM FOR STUDENTS OF DEFENSE ACQUISITION UNIVERSITY  
MANDATORY TRAINING**

**SUBJECT: U.S. Army Acquisition Support Center/Defense Acquisition University  
Guidance for Rental Cars**

The U.S. Army Acquisition Support Center (USAASC) is tasked with managing training quotas and the travel budget for mandatory training sponsored by the Defense Acquisition University (DAU) for the Acquisition, Logistics and Technology (AL&T) Workforce. When determined to be in the best interest of the Government, compact rental cars will be authorized for students attending training. When transportation is provided by the training activity/school, a rental car will not be authorized with USAASC/DAU funds. Students requesting rentals cars must provide the total cost including all mandatory fees, taxes and fuel estimates.

Due to the length of PMT 352B and PMT 402 training, only shared rental cars are authorized. Mid-size or larger cars may be authorized based on the number of students sharing the vehicle. USAASC/DAU Budget Office will assist students with finding someone to share a vehicle if necessary.

Rental cars are not authorized at San Diego, California. While on-post dining is no longer available, several eating establishments are located within close proximity to the installation.

Rental cars are not authorized at Taegu, Korea. Shuttle buses are available throughout the day to get to and from class and for obtaining meals.

Rental cars are authorized for students with medical profiles that justify the need.

If your organization is funding a rental car not authorized by USAASC/DAU funds, the organization is responsible for creating and issuing separate travel orders for this expense.



CRAIG A. SPISAK  
Director